

Millstadt District Library Board Minutes

Place: Village Meeting Room

115 West Laurel St., Millstadt, IL 62260

Date: 5/14/25

Time: 6:00 pm

1) Oath of Office for Elected Trustees

Bob Englebretson swore in Elected Trustees Benjamin Steppig and Richie Donald for a 6 year term.

2) Officer Elections

Heather Erwin was elected President for a two year term. Roxy Jenkins was elected Vice President for a two year term. Benjamin Steppig was elected secretary for a two year term. Patti French was elected Treasurer for a two year term.

3) Call to Order

The meeting was called to order by Vice President Bob Englebretson. Those physically in attendance were Richie Donald, Patti French, Bob Englebretson, Roxy Jenkins, Janice Seidlitz, Ben Steppig, and Director Nichole Lauko. Heather Erwin was not physically in attendance, but called into the meeting via phone.

4) Appearances & Correspondence

Ben Steppig read three thank you notes sent to the library from First National bank of Waterloo for opening a new account, from the Millstadt Civic Club for donating to their bunny brunch raffle and from the Millstadt Optimist club for face painting at bike rodeo.

5) Review and Approval of Secretary's Report

The minutes were approved as read to be filed.

6) Review and Approval of Treasurer's Report

Janice Seidlitz read the Treasurer's Report. The report will be filed for audit.

7) Librarian's Report w/ Summary of Statistics Report for the Current Year

Total bills presented were \$924.9. An itemized list of the monthly library statistics included: 172 hours open; 982 Adult Items; 113 Youth Items; 1555 Total Circulation; 6.3 items checked out per hour; 359 loaned items and 754 requested items. There were 75 computer users; 1366 in attendance; and 223 e-books. The following is a list of hours worked by the library staff: Nichole 173, Megan 98.75, Emma 24.25, and Adriana 59.5.

Janice Seidlitz made the motion to pay the bills and add \$9,000 to payroll. Bob Englebretson seconded the motion and the motion carried.

8) New Business

- Selected new committee members
 - Decided to change "Hiring Committee" to "Hiring/Review Committee"
 - Richie Donald joined "Policies and Procedures Committee"
 - Former Trustee, Traci Juhas, removed from "Building, Hiring and Policies and Procedures Committees"
 - Roxy Jenkins removed from the "Compensation/Finance Committee"
 - Heather Erwin added to "Hiring/Review Committee"
- Nichole will reach out to the "Hiring/Review Committee" to discuss/select a date for annual reviews before the next board meeting.

9) Building Committee

10) Fundraising Committee

11) Old Business

- Ben Steppig made a motion regarding CD #000230847 to move \$200,000 to a 2 year CD at Central Bank and \$20,000 to a 6 month CD at FNBWaterloo, as well as giving Janice Seidlitz the authority to reinvest the remainder of the money at her discretion. Bob Englebreton seconded and the motion carried.
- EIS due at the end of last month

12) Upcoming Business for Next Month

- Semi-Annual Closed Meeting Minute Review
- Discuss cost of Non-Resident Library Cards
 - Maintain current cost or increase
- Finalize next year meeting dates
- Discuss raises

13) Citizen's Comment

14) Meeting Adjourned

There being no further business, the meeting was adjourned by Roxy Jenkins.

Respectfully submitted.

Benjamin Steppig

